



## REZONE STAFF CHECK LIST

REZ Number \_\_\_\_\_ Accepted for filing \_\_\_\_\_ by \_\_\_\_\_  
Date Name

**MORATORIA:** Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

YES NO  
☐ ☐

### ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION

- ☐ ☐ Discretionary Permit Application Form (DPLU #346). Make sure the applicant has filled out the front and signed the back. Check to see if applicant has had a pre-application conference. (See DPLU #383 HOW TO PROCESS A REZONE REQUEST)
- ☐ ☐ Ownership Disclosure Form (DPLU #305).
- ☐ ☐ Evidence of Legal Parcel (DPLU #320).
- ☐ ☐ Fire Letter (DPLU #399F).
- ☐ ☐ School Letters (DPLU #399SC). Letter for each applicable school district.
- ☐ ☐ Sewer Letter (DPLU #399S) or DEH approval memo.
- ☐ ☐ Water Letter (DPLU #399W) or DEH approval memo.
- ☐ ☐ Acknowledgement of Filing Fees and Deposits (DPLU #126).
- ☐ ☐ Authorization Form for Pre-Scoping Meeting (DPLU #176). Make sure the applicant has Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal.

### PUBLIC NOTICE PACKAGE

- ☐ ☐ Assessor's Map(s) properly marked.
- ☐ ☐ Typed list
- ☐ ☐ One set of stamped and addressed envelopes.
- ☐ ☐ Completed Form #524 with a vicinity map. If Rezone is linked to a Tentative Map, then form DPLU #524 must indicate the surrounding zones.
- ☐ ☐ Certification Forms #299 and #514.

ZC #079 03/22/06

## ENVIRONMENTAL DOCUMENTS

- |                          |                          |                                                                                                                                                                                                      |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of AEIS (DPLU#367), USGS map with site marked and photographs with directions marked; <b>OR</b>                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of Environmental Review Update Application (DPLU# 366) and one (1) copy of the original AEIS (DPLU#366), USGS map with site marked and photographs with directions marked; <b>OR</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Urban Minor Subdivision Environmental Review Exemption (DPLU #314), USGS map with site marked and photographs with directions marked, and bright orange exemption request card.                      |

## RESOURCE PROTECTION STUDY (DPLU #374)

- |                          |                          |                                                                                                                              |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Slope analysis (2 copies).                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Encroachment/Open Space Map (2 copies).<br>a) septic/leach lines; b) feasible grading; c) flood plain; d) proposed lot lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Density calculation, if applicable.                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation (DPLU #394).                                                                              |

## LEGAL DESCRIPTION

- |                          |                          |                                                                                     |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | A typed legal description of the area to be rezoned must accompany the application. |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------|

## PLOT PLANS

- |                          |                          |                                                                                                                                                            |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YES                      | NO                       |                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints.                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: 9 plot plans folded to 8 ½" X 11" with lower right-hand corner exposed<br>The plot plan may be assessor's sheets indicating the surrounding zones. |